

DERWENT
LONDON

White Collar Factory



Temporary Fire Evacuation

INTRODUCTION

In any building, which is used as a workplace there should be a means of giving warning in the event of a fire. Therefore a fire alarm should be provided to give warning to persons in case of fire in the building. This can be a manually operated system, which consists of break glass call points located at entrances onto the main fire exit routes, or in larger buildings automatic detection systems are fitted throughout to detect fire & smoke.

Details and Description

Fire Alarm System

There are two (2) Fire Escape Stairs these are Stair 1 (Central Core Stair) and Stair 2 (North Stair)

A voice alarm system to type V1 has been installed in accordance with BS 5839-8 on floors 1-16., Alarm sounders will be provided at the roof plant level and on the rooftop terrace to allow the occupants at these levels to recognise a fire alarm from the background noise at the roof;

Means for Giving Warning in Case of Fire

Upon activation of a single smoke detection the relevant floors will go to an alert signal which will be the start of the investigation period. The automatic fire detection and alarm system has a 5 minute investigation period, which will minimise the interruption associated with false alarms. Upon activation of a single smoke detection the relevant floors will go to an alert signal which will be the start of the investigation period

However if two Smoke/Heat Detector Heads are activated or a Break Glass is activated, then the alarm will go into "Full" alarm and The "**Alert Message**" will be activated, all lifts will go to the ground floor and the lift doors will open, the plant is automatically shut down.

If it cannot be confirmed that it is a false alarm within the 5 minute investigation period then the floor of activation will go into full evacuation plus the floor it is paired with.

The phased evacuation for the building will consist of evacuating two levels at a time, the floors are paired as follows:

- Basement 1, 2 & 3
- Ground and Mezzanine
- Level's 1 & 2
- Level's 3 & 4
- Level's 5 & 6
- Level's 7 & 8
- Level's 14 & 15
- Level's 16 & 17

- **Note** Level's 9 -13 will evacuate on their own.

Level's 16 & 17 will always evacuate when **ANY** floor goes into full evacuation.

The Fire Alarm has three (2) levels of operation: **“Alert” and “Evacuate”**

1. During the 5 minute investigation period, the **“Alert Message”** is indicated by a voice stating:

“Attention Please, Attention Please. We are investigating an alarm condition and it may be necessary to evacuate the building. Please wait for further announcements”.

2. If the alarm condition is found not to be a false alarm the **“Evacuate Message”** will sound and this is indicated by a voice stating

“Please leave the building immediately and do not use the lifts”.

Discovering a Fire

All Persons

- If you discover a fire you should follow the steps outlined below.



Fire Action

If you discover a fire



Operate the nearest fire alarm point



Call the Fire Brigade by telephoning 999 and state there is a FIRE at: White Collar Factory, by Old Street Roundabout London



Leave the building by the nearest exit



Report to the person in charge at the assembly point in Featherstone Street.



- Do not stop to collect personal belongings
- Do not use lifts.

The Temporary Fire Assembly Point to be used is directly in front of the Hoarding on Featherstone Street.



Signed: Rod Douglas CMIO SH MInstLM DipRSA

Handwritten signature of Rod Douglas

Head of Health and Safety, Derwent London.

Date: 11th April 2017